

Appendix I: Budget Form

(Reading First Sub-grant and SACS Resource Code 3030)

Please complete one budget form for each year of the three-year sub-grant at \$6,500 per teacher. Requests for funding in excess of \$6,500 per teacher require an additional set of three budget forms, one for each year, and an additional narrative provided on an attached separate page that makes it clear how funds above \$6,500 will be used and why they are needed.

Expenditure Object Codes	Description (<i>narrative/detail</i>)	Year _____
Series 1000	Direct costs Certificated personnel salaries List all certificated staff in this grant, including percentage of full-time equivalent (FTE), rate of pay per month and/or year. Total certificated personnel salaries	\$
Series 2000	Classified personnel salaries List all classified staff in this grant, including percentage of full-time equivalent (FTE), rate of pay per and/or year. Total classified personnel salaries	
Series 3000	Employee benefits Include description and method of calculation. Total employee benefits	
Series 4000	Books and supplies List textbooks, materials, and supplies separately. If supplemental instructional materials are included, please list the supplemental materials to be purchased. Total books and supplies	
Series 5200 5600	Travel and conferences Describe travel necessary to meet project objectives. (<i>narrative/detail</i>) Rents, leases, and repairs Description: (<i>narrative/detail</i>)	

Budget Form (Cont.)

Expenditure Object Codes	Description (<i>narrative/detail</i>)	Year _____
5100 and/or 5800	Consultant services Description: (<i>narrative/detail</i>) Resumes are required upon request by CDE.	
5000	Other services and other operating expenses Description: (<i>narrative/detail</i>) Total services and other operating expenses	
Series 6400– 6500	Equipment and equipment replacement List items necessary to meet project objectives. Total equipment	
Series 6000– 6300	Other capital outlay Description: (<i>narrative/detail</i>) Total equipment and capital outlay	
Series 7000– 7299	Tuition and other transfers out Description: (<i>narrative/detail</i>) Total tuition and other transfers out Total direct costs	
7300– 7399	Indirect costs @ ____%. Indirect costs may be no more than 3.5percent. Calculations exclude capital outlay. Calculation is as follows: Codes = indirect rate: ____ % x 1000–5900 \$ _____ Total costs	*

